



TEST 2006

APPLICATION PACKET

NEW HAMPSHIRE STATEWIDE ENTRY-LEVEL FIREFIGHTER EXAMINATION

Application & Physicians forms Deadline: Friday, April 21, 2006 4:00pm

CPAT Orientation: June 20 & 21, 2006

Written: August 30 & 31st, 2006

Physical Agility (CPAT): September 6 - 15, 2006

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF FIRE STANDARDS AND TRAINING AND EMERGENCY MEDICAL SERVICES
RICHARD M. FLYNN FIRE ACADEMY
222 SHEEP DAVIS ROAD
CONCORD, NH 03301**

Applicant Qualifications

Applicants must be at least 18 years of age, have a high school diploma or GED (General Educational Diploma), and a valid driver's license with photo from their state of residence. Applicants must submit a written authorization, signed by a physician, authorizing the applicant to complete the testing process.

NOTE: *Additional rules apply to jurisdictions hiring career employees, including the following:*

- *Background investigation, including criminal and motor vehicle record check prior to employment. Felony conviction is cause for rejection.*
- *Replacement medical evaluation as outlined in NFPA 1582 prior to employment. Category "A" conditions are cause for rejection.*
- *An oral interview.*
- *Complete a program of study as adopted by the NH Fire Standards & Training Commission within one year of employment.*

APPLICATION FORM:

All items of the application packet, are clearly marked on the bottom of the appropriate pages, must be completed (**only completed forms with original signatures will be accepted - NO FAXES**) and filed as directed for an applicant to be eligible to participate in the examination.

***ITEM 1 (Application for testing) – Postmarked no later than April 21, 2006.**

***ITEM 2 (Authorization from Physician) – Postmarked no later than April 21, 2006.**

***Learning Disability Accommodation (If applicable) – Postmarked no later than April 21, 2006.**

**Note: all items have the same deadline this year, but still may be submitted separately, however, all must be postmarked no later than April 21, 2006.*

NO APPLICANT WILL BE ALLOWED TO TAKE THE EXAMINATION IF REQUIRED FORMS ARE SUBMITTED AFTER DEADLINES.

MAIL APPLICATIONS TO:

**NEW HAMPSHIRE FIRE ACADEMY
ENTRANCE EXAM
33 HAZEN DRIVE
CONCORD, NH 03305**

Or deliver to:

The New Hampshire Fire Academy, 222 Sheep Davis Road, Concord, NH
Monday through Friday, between the hours of 8:15 a.m. and 4:15 p.m.

TESTING FEE:

All applicants will remit a **\$50.00 non-refundable** administration fee, made payable to "NH Fire Standards & Training and Emergency Medical Services." The administration fee may be paid by personal check, money order, or credit card (Master Card, VISA or American Express), and must accompany the application.

APPLICANTS WITH DISABILITIES:

Individuals with disabilities must notify the NH Fire Academy utilizing the enclosed Learning Disabilities Accommodation Request Procedure form by the application deadline. Any requests for special assistance will be handled on an individual basis and with complete confidentiality.

GENERAL INFORMATION:

Only completed forms with original signatures will be accepted - NO FAXES

It is strongly recommended that the **candidate make copies of all documents that are required to be forwarded to the NHFA.** Due to the large number of candidates, we are not able to return any application documents or any copies.

Any challenges to the exam process must be made in writing no later than Thursday, August 31, 2006 by 4 pm.

Candidates will be expected to complete the ladder climb segment of the exam process immediately following successful completion of the written exam. It is the candidate's responsibility to wear proper clothing and footwear. The Academy will not be held responsible for candidates who arrive for testing without proper attire. Loafers, sandals, and any type of non-supportive footwear are **not** allowed. Shorts will **not** be allowed. ***If any candidate does not wear the appropriate clothing, they will not be allowed to test.

All questions should be addressed to Mr. Scott Merrill at the NH Fire Academy, (603) 271-2661 or 1-800-371-4503.

WRITTEN EXAMINATION / AERIAL CLIMB:

Applicants will be administered a general knowledge written examination. No prior training or experience in the job of firefighter is assumed of applicants taking the exam. The examination based on the Test Preparation Manual is designed to assess abilities related to the following areas: Reading Comprehension, Interpreting Tables, Situation Judgment, Logical Reasoning, Reading Gauges, Applying Basic Math Rules, Mechanical Aptitude, Spatial Sense, Map Reading and Vocabulary. Applicants shall not be allowed the use of a calculator or any other items in the testing room. Applicants taking the written exam may go onto the aerial climb that same day. Please refer to written testing tips online at our website, (www.state.nh.us/safety/fst/statetest.html) for information.

The written examination and aerial climb will be administered on August 30 and 31, 2006 at the New Hampshire Fire Academy, 222 Sheep Davis Road, Concord, NH. Candidates will be assigned specific dates and times for the testing after acceptance of their applications. Applicants should allow ample time for travel and plan to be at the Academy at least 15 minutes prior to their scheduled testing time. (Watch our web-site for information and updates).

APPLICANTS WILL NOT BE ALLOWED TO SIT FOR THE EXAM IF THEY ARE LATE!

An approximate two to three (2 –3) hour time limit is placed upon the administration of the written portion of the examination process.

All candidates completing the written exam will be expected to complete an aerial climb immediately following the written exam. **Candidates must report to the written examination wearing long pants with no open heel or open toe footwear.** Applicants clothing will be inspected prior to being seated for the written exam. Any applicant not meeting the clothing requirement will not be eligible to sit for the written exam.

PHYSICAL ABILITY EXAMINATION:

All applicants will be scheduled for physical ability examination as outlined in the New Hampshire **Candidate Physical Ability Test** Orientation Guide, a copy of which is enclosed for your review and which MUST be submitted to the authorizing physician for review. The candidate will be notified of their CPAT testing date and time after successful completion of the application process.

Because of the large volume of candidates, you will be assigned one day and time for the written test and a ladder climb, and another day and time for the candidate physical ability test. You must be available for your assigned times on the days assigned for YOUR testing.

Please refer to the New Hampshire Candidate Physical Ability Test Orientation Guide for further information regarding the Physical Ability Test. **Bring this guide to the physician for reference to your physical.**

All applicants are invited to an orientation of the CPAT exam. There is no formal signup procedure; **this application is notification of the CPAT orientation.** Candidates may choose one of the following dates of **June 20 or 21, 2006** and attend anytime **between the hours of 10:00am and 2:00pm.** The orientation session will last approximately two (2) hours and consist of an overview and walkthrough of the CPAT exam. The orientation will be held **at the NH National Guard Armory in Manchester.** Candidate attendance is not mandatory, but is highly recommended.

APPLICATION FOR TESTING NEW HAMPSHIRE STATEWIDE ENTRANCE EXAMINATION

(Please type or print legibly)

Last Name: _____ First Name: _____ MI: _____
 Address: _____ Social Security #: _____ - _____ - _____
 City: _____ St: _____ Zip: _____ Sex M / F DOB: _____
 Telephone: _____ Pager / Cell: _____
 Are you at least 18 years of age? Y / N High School / GED Y / N

New Hampshire Firefighter
Certifications

National Registry EMS
Certifications

Other

- ☐ Level II
☐ Level III
☐ Firefighter I
☐ Firefighter II
☐ C2F2

- ☐ EMT B
☐ EMT I
☐ EMT P

☐ Active Military

- ☐ CDL license
☐ College Degree(s)
 Major: _____

Payment Method:

_____ Personal Check _____ Money Order/Bank Check
 _____ VISA _____ MasterCard _____ Amer. Express

Full Name listed on Card: _____
 Card Number: _____ Expr: _____
 Signature: _____

Your signature below authorizes the Division of Fire Standards and Training and Emergency Medical Services to release the results to all departments participating in the testing process.

Applicant's Signature _____ Date _____

Instructions: Carefully read and complete all application packet items. Completed applications, including ITEM 1 with test fee and Item 2 the physicians release form must be postmarked by Friday, April 21, 2006. If Both are not submitted by the April 21st deadline, candidates will not be allowed to test.

The authorizing physician must review the New Hampshire Candidate Physical Ability Orientation Guide.

This is ITEM 1

Submitted or postmarked no later than Friday, April 21, 2006

Faxed copies of this form will not be accepted

WEB

Name of Applicant: _____ SS#: _____ - _____ - _____

**AUTHORIZATION FROM PHYSICIAN
FOR APPLICANT TO COMPLETE THE PHYSICAL
ABILITY EXAMINATION AS OUTLINED IN
THE NEW HAMPSHIRE CANDIDATE PHYSICAL ABILITY TEST ORIENTATION
GUIDE.**

I have read and understand the firefighter entrance examination process and components associated with the administration of the examination for firefighters and have reviewed the New Hampshire Candidate Physical Ability Orientation Guide. **This form is void if altered in any way.**

I, _____, acknowledge that _____
Physician's name *Applicant's name*
Is physically fit to perform the testing process as outlined herein.

Physician's Signature

Date Signed

Physician's Name (printed)

Physician's Telephone

Physician's Address

This is ITEM 2

Submitted or postmarked no later than Friday, April 21, 2006

***Faxed copies of this form will not be accepted
It is the candidate's responsibility to make sure this is returned by the deadline.
Keep copies for your personnel records.***

**STATE OF NEW HAMPSHIRE
RETURNED CHECK POLICY**

- WE MAY RE-PRESENT YOUR CHECKS ELECTRONICALLY FOR ANY CHECK RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS.
- YOUR RETURNED CHECK WILL NOT BE PROVIDED TO YOU WITH YOUR BANK STATEMENT, CONTACT YOUR FINANCIAL INSTITUTION FOR A COPY.
- PER RSA 6:11-a, A FEE OF \$25 OR 5 PERCENT OF THE FACE AMOUNT OF THE CHECK, WHICHEVER IS GREATER, PLUS BANK FEES, WILL BE CHARGED FOR EACH RETURNED CHECK AND COLLECTED WITH A SEPARATE ELECTRONIC TRANSACTION.

LEARNING DISABILITIES ACCOMMODATION REQUEST PROCEDURE

Candidates with a diagnosed learning disability may request an accommodation under the Americans With Disabilities Act by completing and mailing this request form to the Division of Fire Standards & Training & Emergency Medical Services.

All requests are confidential and need not be discussed with examination proctors or other candidates. Upon receipt of the request, the Division of Fire Standards & Training & EMS will contact the requesting candidate and initiate the investigation process with their third party consultant to make an accommodation determination. The investigation process will be expedited in consideration of the candidate.

A candidate who experiences difficulties with a testing environment and who believes he/she may have a learning disability may wish to obtain a diagnosis from a learning disabilities professional. Depending upon the diagnosis, a request for accommodation may be possible.

Only candidates with diagnosed learning disabilities will qualify for an accommodation.

Please contact me to discuss a learning disability accommodation. My telephone number is _____. The best time to call is _____.

Signature

Date Signed

Name - Printed

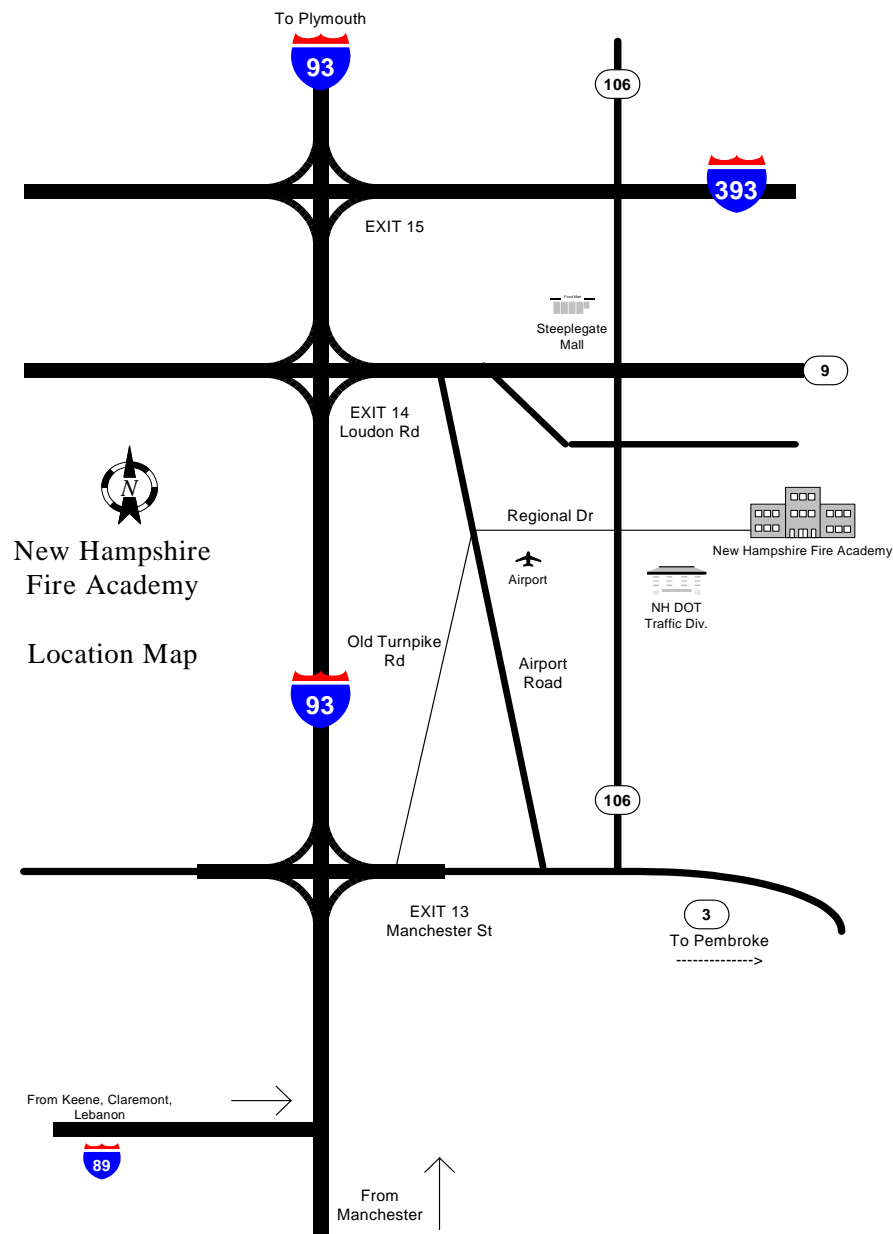
Please return this form to:

**New Hampshire Fire Academy
Entrance Testing
33 Hazen Drive
Concord, NH 03305**

Please mark the envelope **CONFIDENTIAL** and attention to **L. D. R.**

**If you are requesting an accommodation
this form must be submitted or postmarked no later than Friday, April 21, 2006.**

DIRECTIONS TO THE NH FIRE ACADEMY



DIRECTIONS from 93 North and South: Exit 15 to 393 East, to 106 South. One mile past the Steeplegate Mall, on the left. Follow signs to Smokey Bear Boulevard. Follow to end of road.

DIRECTIONS from the Department of Safety: Turn left onto Hazen Drive, continue to lights at Eastside Drive, turn right and continue to the next set of lights. Go through lights onto Canterbury Road. At the stop sign (blinking light), turn left onto Pembroke Road. Continue on Pembroke Road until it meets Route 106 (Sheep Davis Road), turn right at lights. Take your first left and continue to follow to end of road.

DIRECTIONS TO MANCHESTER NH NATIONAL GUARD ARMORY

From the South

Rt 3 N

To

293 N

To

Exit 6 Take a right at Ramada Inn/ Hooters Restaurant *****SEE BELOW**

From the South

93 N

Merge left onto 293N / 101W

Go

Past Mall of NH and follow 293N as it bears off to the right

Take

Exit 6 off 293 Bear right at Ramada Inn / Hooters Restaurant *** **SEE BELOW**

Directions from the North

93 S through Hooksett Tolls

Follow

Left for 293 S

To

Exit 6 bearing right at end of ramp

Follow

Almost into rotary and take a right at Ramada Inn/ Hooters Restaurant *** **SEE BELOW**

*** Go across bridge to Elm Street

Right onto Elm St at lights

Go

2 blocks take a right onto W. Penacook St. (Rite Aid on left) follow to the bottom

Go

Right onto Canal St.

Go

Right into Armory Parking Lot

Park and follow signs to rear door by chain link fence.

This year's Entrance testing which consists of three processes i.e., (written exam, aerial climb, and C.P.A.T) has some changes. Changes are highlighted in the frequently asked questions below:

- Q. Why do I have to go through these three processes to be a firefighter?
- A. The NH Fire Commission has enacted Administrative Rules for Fire Departments to go by to hire firefighters in the State. The Fire Academy administers three of the requirements, which comprises the entrance test i.e. written test, aerial climb, and CPAT.
- Q. How is a written exam chosen?
- A. The written exam is a validated exam chosen from an assortment of testing companies, an entrance test comes in many forms and you should read carefully what to look for in a particular entrance test.
- Q. Do I need to take the entrance exam every year, since the Commission has ruled that it is good for 26 months?
- A. Although the Commission has ruled that entrance test is good for 26 months, several Departments will only consider candidates who have been through the C.P.A.T portion within the past 12 months. This may include written and aerial climb portions of testing for some departments also.
- Q. What are some of the changes to this year's testing procedure?
- A. Candidates who passed last year's written exam and aerial climb have a choice to go directly to the C.P.A.T portion of the testing and not take this year's written exam and aerial climb.

Rationale is that since the written portion of last year's test is good for another 14 months, this written exam would cover you for the next 12 months entrance list. **Please remember** this may affect your considerations for hire by some departments by not having your most recent test scores together. We encourage you to take all exams.

- Q. Can I take the written exam again if I passed last year's written?
- A. You can take the written exam again, which would extend your written expiration date to 26 months instead of 14 months. Since departments do not receive your grades (just Pass/Fail), there is no upgrading to your score results.

- Q. What if I fail this year's written or aerial test?
- A. 1. If you passed last year's written test, but fail this year's written test, you will still go onto the C.P.A.T portion. If you pass the C.P.A.T portion, you will be put onto the 2005 Passing/Eligibility List that goes to all departments who subscribe to testing, your expiration date of eligibility will be only 14 months unless another written test is given to extend you to the written testing portion.
2. If you did not take or failed last year's written, fail or do not take this years written, you will still be allowed to go onto the C.P.A.T testing process. However, if you pass the C.P.A.T portion, you will not be placed on the Eligibility List that goes to departments, because you have not met all three state sponsored requirements.
- Q. The written test has a Test Preparation Manual (T.P.M), is it mandatory to have this, and if so, why doesn't the Academy just include it in the application fee?
- A. 1. The Fire Academy cannot mandate the purchase of this manual mandatory. We can explain to you that 70% of all questions come directly from this manual and that your reading comprehension and information to assess your retention of materials will be based on information within this manual.
2. The NH Fire Commission sets the application fee at \$50.00. The Fire Academy is not able to add or subtract from that fee base. Therefore, the cost of the T.P.M. has to be an added fee separate from the application fee. Since last year's T.P.M. was the 8th Edition, some testers will still have that manual and not need purchase one for this year. A third test is drawn from this T.P.M.
- Q. What if I take one or all of the entrance test requirements, but not through the Fire Academy testing, can I go onto the State List?
- A. The State List comes from only State run and sponsored testing. Fire Departments can accept other testing results that meet the Fire Commission Code of Administrative Rules, but that is a Local Fire Department decision. Several Fire Departments find it more convenient and easier to verify candidates on the State List, then to compile and follow up candidate's separate information.
- Q. Once I pass the entrance exam tests of the written, aerial, and CPAT what can I expect?
- A. Passing the entrance tests fulfills the pre-hire requirements departments must meet in order to officially hire you. Departments that take part in the testing will receive a list of candidates and your certification levels. The more certification levels in fire and EMS, the greater your appeal will be to departments.